

TOWNSHIP COMMITTEE REGULAR MEETING
July 10, 2023

The Township Committee Meeting of the Township of Cranbury was held at 7:00 p.m. in the Meeting Room of Town Hall. Answering present to roll call were Township Committee members: Eman El-Badawi, Lisa Knierim, Dr. Barbara Rogers and Mayor Michael Ferrante. Matthew Scott was excused absent. Also present were Denise Marabello, Township Administrator/CFO and Debra Rubin, Municipal Clerk. Mayor Ferrante led in the salute to the flag, and Ms. Rubin read the following Open Public Meetings Act statement:

In accordance with Section 5 of the Open Public Meetings Act, it is hereby announced and shall be entered into the minutes of this meeting that adequate notice of this meeting has been provided:

Posted on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.

Communicated to the Cranbury Press, Home News Tribune and Trenton Times on January 6, 2023.

Filed on January 6, 2023 at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey, posted on the Township's web site and remains on file for public inspection.

Sent to those individuals who have requested personal notice.

Agenda Additions/Changes:

Mayor Ferrante proposed canceling the July 24, 2023 Township Committee meeting listed as "optional" on the annual calendar. Hearing and seeing no objections from Township Committee members, the July 24, 2023 Township Committee meeting was cancelled.

Approval of Minutes: Mayor Ferrante asked if any members of the Township Committee would like to address changes or amendments to the following minutes. Hearing none, Mayor Ferrante asked for a motion to adopt the following minutes as amended:

-- Township Committee Regular Meeting Minutes June 26, 2023

On a motion by Ms. El-Badawi, seconded by Ms. Knierim, along with the following roll call vote of the members of the Township Committee;

Ayes: (El-Badawi
(Knierim
(Rogers
(Ferrante

Abstain: (None
Absent: (Scott

Nays: (None

the Township Committee Regular Meeting Minutes of June 26, 2023 were adopted by the majority of members present.

Reports and Communications:

Members of Committee

- Mr. Scott – Mr. Scott was excused absent. Mayor Ferrante reported on behalf of Mr. Scott an update to the Open Space Recreation Plan.
- Dr. Rogers – Dr. Rogers reported on her anticipated attendance to the upcoming Board of Education, Environmental Commission and Shade Tree Work Session meetings. She additionally reported on the local businesses maintaining the newly planted flowers in the Village.
- Ms. Knierim – Ms. Knierim reported that the EDAC meeting was postponed and reported on her attendance at the Board of Health meeting.

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- Ms. El-Badawi – Ms. El-Badawi reported that none of the board/commission meetings she is liaison to met during this time.

Mayor

Mayor Ferrante – Mayor Ferrante reported on his anticipated attendance at the upcoming Planning Board meeting. He will be unable to attend the Library Board of Trustees meeting due to conflict with the Planning Board meeting. He reported on his attendance at the Princeton Soup and Sandwich soft opening, upcoming road repaving projects for Plainsboro Road and Petty Road and officiating a wedding. Mayor Ferrante announced the tax insert will be included in the upcoming tax bills.

Reminders:

- **July 14th** – Cinema Under the Stars
- **July 15th** – Making the Transition to College
- **August 1st** – National Night Out
- **August 12th** – Historical Baseball Game at Village Park and Walking Trail Ribbon Cutting Ceremony
- **September 9th** – Helene Cody 5K and Fun Run
- **September 9th** – Cranbury Day
- **September 23rd** – Rabies Clinic
- **Free Narcan Training every month**

Department Heads: None.

Follow-up Items: None.

Boards – Historic Preservation Commission – Signage Project

Jennifer Suttmeier and Susan Ryan on behalf of the Historic Preservation Commission presented to the Township Committee their historic signage project. The proposed signage would replace existing signage and would be consistent throughout the township. The Township Committee members inquired about the costs associated with the project as well as what the cohesive signage would look like. The Township Committee approved the project pending their review of the sample signage and costs, including shipping.

Boards and Commissions – Mayoral Appointments/Vacancies

Mayoral Appointments: None.

Vacancies:

- Recreation Commission:
 - 2nd Alternate, expiring 12/31/24

Ordinances:

First Reading –

Prior to Ms. Rubin reading the following ordinance by title only, Mayor Ferrante summarized the ordinance for the public. Ms. Rubin then read the following ordinance by title only:

a). Township of Cranbury Ordinance # 07-23-10 – An Ordinance Amending The Code Of The Township Of Cranbury, Middlesex County, Nj, Chapter 72 Entitled “Construction Codes, Uniform”

Ms. Knierim made a motion to introduce the following ordinance. Dr. Rogers seconded the motion. On a roll call vote, the ordinance was introduced unanimously by those present. Second reading will be held August 10, 2023.

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Ayes: (El-Badawi
(Knierim
(Rogers
(Ferrante

Abstain: (None
Absent: (Scott

Nays: (None

Second Reading – None.

Resolutions – Consent

Mayor Ferrante asked the Committee if there were any questions or if any items on the Consent Agenda should be addressed separately. Hearing none, Mayor Ferrante asked for a motion to approve the Consent Agenda. On motion by Dr. Rogers, seconded by Ms. El-Badawi, the Consent Resolutions were passed unanimously by Township Committee members present.

Ayes: (El-Badawi
(Knierim
(Rogers
(Ferrante

Abstain: (None
Absent: (Scott

Nays: (None

CRANBURY TOWNSHIP RESOLUTION # R 07-23-075

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury that all bills and claims as audited and found to be correct be paid;

CRANBURY TOWNSHIP RESOLUTION # R 07-23-076

A RESOLUTION APPROVING EMPLOYEE AND BOARD MEMBER HANDBOOK AND PERSONNEL POLICY AND PROCEDURES MANUAL FOR MANAGERIAL/SUPERVISORY EMPLOYEES

WHEREAS, it is the policy of the Township of Cranbury to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Cranbury Township Committee has determined that there is a need for an Employee and Board Member Handbook and Personnel Policies and Procedures Manual for Managerial/Supervisory Employees to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Cranbury Township Committee that the Employee and Board Member Handbook and the Personnel Policies and Procedures Manual for Managerial/Supervisory Employees attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that the Employee and Board Member Handbook shall apply to all Township officials, appointees, board members, employees, volunteers and independent contractors. In the

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event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail;

BE IT FURTHER RESOLVED that the Personnel Policies and Procedures shall apply to all Managerial/Supervisory Township officials and employees. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail. In all other cases, these policies and procedures shall prevail;

BE IT FURTHER RESOLVED that the manuals are intended to provide guidelines covering public service by Township employees and are not contracts. The provisions of the manuals may be amended and supplemented from time to time without notice and at the sole discretion of the Cranbury Township Committee;

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will";

BE IT FURTHER RESOLVED that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices.

CRANBURY TOWNSHIP RESOLUTION # R 07-23-077

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A BID WITH
TOP LINE CONSTRUCTION CORP. – 2023 LOCAL ROAD IMPROVEMENT PROJECT**

WHEREAS, five (5) bids were received on June 29, 2023 for 2023 Local Road Improvement Project and;

WHEREAS, the Township wishes to enter into an agreement with Top Line Construction Corp. Somerville, NJ and

WHEREAS, Top Line Construction Corp. has offered to provide these services to the Township for cost of \$607,308.10; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A; 11-4.1 et seq., authorizes the award for purposes for which a competitive bid may be used by local units; and

WHEREAS, the Chief Financial Officer has certified that there will be sufficient funds for this contract;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, in the County of Middlesex, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with Top Line Construction Corp, for 2023 Local Road Improvement Project for \$607,308.10; and
2. A copy of the Agreement shall be available for public inspection in the Township Clerk's Office during regular business hours.

CRANBURY TOWNSHIP RESOLUTION # R 07-23-078

**A RESOLUTION OF APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE WYCKOFF
ROAD IMPROVEMENT PROJECT**

NOW, THEREFORE, BE IT RESOLVED that Council of Cranbury formally approves the grant application for the above stated project.

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BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2024-Wyckoff Mills Road Improvements-00594 to the New Jersey Department of Transportation on behalf of Cranbury Township.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Cranbury Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Public Comment

Mayor Ferrante reminded the public of the three (3) minute time limit for public comment. Mayor Ferrante then opened the meeting to public comment.

- Richard Kallan – Mr. Kallan reported that two of the proposed signs on the Historic Preservation Commission's signage project were ones that he donated to the Township. He reported to ensure those signs will not be destroyed.
- Bud Jackson – Mr. Jackson reported on a traffic concern at the intersection of Petty Road and Dey Road from the Toll Brothers construction. He suggested professional review for possible traffic signal.

Hearing and seeing no one else, Mayor Ferrante closed public comment.

Action Items –

- The next Traffic Subcommittee meeting will discuss the traffic concern at the intersection of Petty Road and Dey Road.
- Follow-up approval to the Historic Preservation Commission signage project pending sample signage and cost review.

Adjourn

Mayor Ferrante requested a motion to adjourn. On a motion by Ms. El-Badawi, seconded by Dr. Rogers and unanimously carried, the meeting adjourned at 8:23 p.m.

Debra A. Rubin
Debra A. Rubin, RMC
Municipal Clerk